

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE
Executive Committee**

February 22, 2005
8:30 AM
801 University Union

MINUTES

Present: Ron Addis, Phil Landreth, Corey Ferrier, Cindy Long, Dan Schmiedt, Jean Kopczyk, Barbara Bergman, Chris Sober.

Absent: Richard Cowan, Gary Pye, Lynn Boiter

President Ron Addis called the meeting to order at 8:50 AM.

1. **Approval of Minutes:** The minutes of the Classified Staff Senate Executive Committee January 25, 2005 meeting were approved with one correction.
2. **Announcements from the President**
 - A. **Academic Council**, Richard Cowan. No report.
 - B. **Administrative Council**, Lawrence Nichols. No report. Concern was expressed about Lawrence's absence from CSS and Executive Committee meetings.
 - C. **Board of Trustees**, Ron Addis. No report.
 - D. **Governmental Affairs**, Richard Cowan. (See attached Legislative Update.)
 - E. **President's Cabinet**, Ron Addis. The Michelin Career Center gave a presentation on placement tracking.
 - F. **Other:**
 - 1) **Human Resources**, Lawrence Nichols. No report.
3. **Treasurer's Report**, Cynthia Long. Cindy reported no major changes in funds. Jean added that Richard is investigating the purchase of chairs for the conference room.
4. **Committee Reports**
 - A. **Standing Committees**
 - 1) **Membership**, Chris Sober.
 - a. **Reorganization of Areas:** Area 17 currently has 42 classified staff employees; Area 16 has 67; and Area 10 has 70, most of which are off-campus. The committee proposes to eliminate Area 10 by reassigning its employees into Areas 17 & 16. The Executive Committee approved the Membership Committee's proposal. The reassignment should be completed by the April CSS meeting and will be voted on by the Senate.
 - b. **Orientation:** New Senators will have a brief orientation about 20 minutes prior to the April meeting. Chris will send Barb the information on the new Senators to add to the e-lists. Future requests (once Barb's term has expired) for e-list changes should be sent to postman@clermson.edu.
 - c. **Area 1:** The ballot template was accepted. (thanks to Phil) Mailing labels have been ordered. Chris hopes to get the ballots in the mail by next week. The 'loser' of the election has expressed interest in serving as a Senator-at-Large. After the election, Chris will follow up.
 - d. **Vacancies:** There is one vacancy in Areas 16, 17, 22 and 23. There are two

vacancies in Area 24. One person has expressed interest in Area 20 but has not yet returned her nomination form. Jill Richard is eligible to serve.

- e. **Term Issues:** Chris noted two concerns: (1) A policy (or revised bylaws) is needed to define the start/end dates of terms for Senators filling in for resigned Senators and (2) there will be several Areas where the terms for both representatives will expire during the 2005-2006 year. A staggered rotation of representations is more advantageous. Chris will bring these issues up again after the elections.
- 2) **Communications**, Corey Ferrier. Work continues on the next newsletter.
- 3) **Policy and Welfare**, Dan Schmiedt. The Executive Committee asked the committee to formulate recommendations as to appropriate Senate action to be taken if staff compensation is not addressed in the new Road Map. This will be a twofold task: (1) What should staff do within the university and (2) what should state do on the state level. P&W is to draft a letter from the Classified Staff Senate to Governor Sanford pointing out the differential between faculty and staff performance raises. Ron shared that the Deans received the same 3% cost-of-living raise that classified staff received but they also received an additional 16% performance raise.
- 4) **Scholarship**, Jenny Peay. The committee is meeting every 2 weeks to plan for the golf tournament. Cindy confirmed that the committee has \$1,100 seed money. Golf towels need to be purchased. Printing and mail costs for golf flyers are covered by the E&G funds. Team registration flyers will be mailed in March along with vendors. In April, Jenny would like to send a campus-wide email as a follow-up.
- 5) **Activities**, Lynn Boiter/Gary Pye. No report.

5. Unfinished Business

- A. **Ombudsman:** In his meeting with President Barker on January 21, President Barker authorized an internal search for an ombudsman that would work half time as the staff ombudsman but did not offer any funding. We would need to find someone who is qualified, interested and willing and whose supervisor would allow him/her to go up to half time to do this while continuing to pay the full salary. Lawrence felt the most logical person would be Cathy Sturkie. Contacts for ombuds services would all go through Gordon Halfacre's office with Glenda Dickson serving as the Administrative Assistant for both the faculty ombudsman and for the staff ombudsman. Ron, Lawrence and Webb Smathers (Faculty Senate President) will meet to discuss the possibility of Cathy serving as staff ombuds, splitting her time between the Faculty Senate and the duties of the staff ombuds, and her salary. Ron proposed and the Executive Committee agreed that if the Faculty Senate approved Cathy working as the staff ombuds, we would volunteer the CSS Administrative Assistant to assist with the Faculty Senate workload. Another related issue is who the staff ombuds would report to.
- B. **Compensation Philosophy:** The Budget & Accountability Committee had to put off discussions about the compensation philosophy because the Executive Committee of the Faculty Senate had not reviewed the draft due to a missing cover letter asking them to submit comments. The Cooperative Salary Study for this year will be deferred until next year. In its place, they are preparing a Total Compensation Study.
- C. **Administrative Assistant Update:** Interviews have been completed. They are ready to make an offer but are waiting to for clearance from Access and Equity.
- D. **Approval of Minutes:**
 - 1. **CSS November 2004 Minutes** have not been prepared.
 - 2. **Executive Committee November 2004 Minutes** have not been prepared.

3. Executive Committee Minutes – Special Session March 2003: The minutes were approved as submitted.

6. New Business

- A. Martin Hall Break Room:** Ron received a request that the Senate complain to the Provost office about the elimination of the employee break room in Martin Hall due to renovations. The Executive Committee agreed that this issue should be addressed by the Martin Hall employees. Phil volunteered to talk with John Finn for clarification on the project.
- B. Use of CSS E-Lists for Non-Senate Business:** Mike Horvath (Industrial Psychology) had contacted Ron about a graduate student who wanted to survey staff for her doctorate research. Rather than going through the Senate, Barb advised that she could go through postman@clemsun.edu.
- C. Nominations of Officers:** Nominations need to be taken at the March Senate meeting. Cindy agreed to serve as Treasurer for 2005-06 and explained that Michelle Piekutowski would 'shadow' her for the last few months before assuming the duties of Treasurer. Nominations are needed for Vice President, Secretary, and Parliamentarian. It was agreed to email Senators about officer nominations being taken at the March meeting and attach the supervisor approval form.
- D. Approval of Area 1 Ballot:** See Membership Committee report.
- E. Reorganization of Areas:** See Membership Committee report.

7. Announcements: None.

8. Adjournment

Next Meeting: Tuesday, March 29, 2005, 8:30 AM, 801 University Union